

# Complaint

- HM Courts & Tribunals Service **cannot consider complaints about** a decision a judge or magistrate has made, or the conduct of a judge or magistrate.
- For more information on our complaints process, and how to make a judicial complaint, see leaflet EX343 available from [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)
- Please use black ink as the form may be copied. Please return the completed form to the office where the problem occurred. This will help us to sort things out quickly for you.

## For official use

Date received

Reference number

Please give the name and address of the venue you are making your complaint about.

### About you

Name

Address

Daytime telephone number

Email (if any)

### Your case

Case/claim number (if you have one)

Names of parties in the case

v

### Your complaint

Please:

- explain clearly what your complaint is about;
- include any facts and events relating to it;
- say why you think a mistake has been made; and
- what loss if any, you have incurred as a result

**Please continue on a separate sheet if necessary.**

Your signature

Date

Do you have any suggestions to improve the service you have received?